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OSA 0894-63

12 February 1963

MEMORANDUM FOR: Chief, Personnel Branch, OSA

SUBJECT : T/O for Programs Staff

1. Lacking the facility of clairvoyance, we are somewhat reluctant to state the position requirements for the Programs Staff at this time without some qualification which will permit us to return to the personnel table with additional requirements. Realistically for the moment we see the need for a five-position table of organization which would break out as follows:

Ops Officer Chief	- GS-15
Ops Officer	- GS-14
Ops Officer	- GS-12
Admin Assistant	- GS-9
Secretary/Clerk	- GS-7

2. Of critical need at the moment is a secretary steno. I am confident that my beseeching to date has sufficed to encourage your support in obtaining one, but I wish to emphasize that it is virtually impossible for this office to begin to function without one. I am sure that you can appreciate my position having witnessed my "tin-cup" exercises throughout the division begging for sporadic secretarial assistance. It has reached that point now where I feel that I am remiss in my duties and defaulting my responsibilities because of it.

3. In organizing the staff, we will look to the admin assistant to provide the "guts" of the office management. For efficiency and effectiveness the Administrative Assistant should be qualified as a secretary/steno who will be responsible for organizing the records and current status of each effort within OSA and ensuring that they are properly filed and referenced, in addition to her duties as the chief secretary.

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4. A stenographer/clerk will be required to perform the basic filing and record keeping as well as provide secretarial assistance to the remainder of the staff.

5. Last you feel that there is a preponderance of secretarial/record keeping positions, it should be noted that status reports form the basic charter of the office and are essential to its overall function.

6. I realize that several secretarial applicants have been passed over due to either their total inexperience or some personal impediment which would prohibit them from satisfying the requirements of the position. I feel that it is essential that the individual who will fill the position of the Administrative Assistant be the initial one to establish the record system within the office and prefer to await her arrival. Continued delay, however, in obtaining such an employee is rapidly eroding the firmness of my position in this regard.

(Signed)

Chief, Programs Staff, OSA

C/PS/OSA

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